

**Miles Community College  
Board of Trustees  
Minutes  
July 25, 2011**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., July 25, 2011, in Room 106. The following Trustees were present: Chair, Rusty Irion, Sue Stanton, Jeff Okerman, Mark Petersen, Sharon Wilcox, Garret McFarland, and Jeff Harding. Also present were President, Stefani Hicswa, Candy Laney, Lisa Watson, Darren Pitcher, Garth Sleight, Shelly Weight, Marcus Schieffert, Laura Bennett, Brandi Gray, Jessie Dufner, Wendy Hodgson, Bert Pezzarossi, and Miles City Star reporter, Don Cogger.

Chair Rusty Irion called the meeting to order at 5:40 p.m.

**Public Comment:** None

**Announcements:** Stefani Hicswa made the following announcements: UM President, Dr Engstrom, will be on campus and hosting a lunch for alumni and community leaders in the cafeteria Wednesday, July 27<sup>th</sup>, a SOAR session will be held August 15<sup>th</sup>, New Employee Orientation will be held on August 17<sup>th</sup> at the Range Riders Museum, Nursing Orientation will be held on August 18<sup>th</sup>, Fall 2011 Convocation and In-service will be held August 22<sup>nd</sup>, and the Main Event will be held on Saturday, October 29<sup>th</sup>. The Main Event is a function Board members should plan to attend.

**Reports:**

**OCHE:** There was no report from OCHE as John Cech was at a conference.

**Endowment:** Brandi reviewed the funds received through fundraising by the college. She also went over the following charts: per year comparison of Endowment donations, comparison of Endowment funds, donor segmentation, funds received by the college, and the amount paid to the College from the Endowment. Mark Petersen asked if the funds which are being used for scholarships is the interest from the investment funds or if they are taking principal? Brandi said that with interest rates so low, they are taking from the principal. Brandi also said that the Endowment is focusing on increasing the number of donors from out-of-town.

**Academic Affairs:** Shelly Weight asked if there were any questions about her report that was included in everyone's board packet. Receiving no questions, Shelly gave an overview of what the Board would be voting on as they approve the consent agenda. Shelly informed the Board that the two AQHA horses have been sold for \$750 and \$775. Shelly reviewed the automotive procedure changes which are quite different from previous practices.

**Student Services:** Darren Pitcher asked if there were any questions about his report that was included in everyone's board packet. Receiving no questions, Darren gave an update on enrollment numbers as of the Board of Trustee meeting. Darren told the Board that our new recruiter is good at his job and relates well to students. Susan Stanton asked if the webpage usage was what the college expected. Darren said it was good information to have and discussed the graph that was attached to his report. Jeff Okerman asked if we can compare our website hits with other community colleges our size. Darren said no, but this information may be available. Darren will research this.

**Administrative Services:** Lisa Watson asked if there were any questions about her report that was included in everyone's board packet. Receiving no questions, Lisa said that Wendy Hodgson and Bert Pezzarossi were hired to fill the open positions in the business office. Lisa also gave the Board Banner, information technology, and facilities projects updates. Lisa made the following correction on her report for the facilities projects: after further review, the room partition project bid was rejected. The majority of the bid was related to ordering materials. We are therefore electing to be the general contractor on this project. Mike Stevenson has offered to assist us with this process.

**President's Report:** Stefani Hicswa reported on the following: *AACC Future Leaders Institute:* Stefani thanked the Board for allowing her the opportunity to facilitate at the AACC Future Leaders Institute in Baltimore, MD. *Rotary:* Stefani thanked Mark Petersen for attending the induction ceremony on July 5<sup>th</sup> where Stefani was inducted as Rotary president. *Human Resources:* Stefani went through what the Board will approve on the consent agenda.

**CONSENT AGENDA:** *Sharon Wilcox made a motion to approve the Consent Agenda for July 25, 2011. Garret McFarland seconded the motion. Motion passed.*

**INFORMATIONAL ITEMS:** None

**OLD BUSINESS:**

- A. Budget:** Lisa Watson reviewed the budget with the Board. Lisa also reminded the Board that these are preliminary numbers. Garret McFarland would like to see a summary of the Auxiliary fee funds.

*Susan Stanton moved to approve the budget as presented. Garret McFarland seconded the motion. Motion passed.*

**NEW BUSINESS:**

- A. Suggested Policy Revisions, 600.8.6 Evaluation (First Reading):** Stefani explained the changes and purpose of the proposed policy change.

*Garret McFarland moved to waive the second reading. Susan Stanton seconded the motion.*

*Discussion: Stefani explained that with Kylene Phipps, Human Resources Director, being on maternity leave, there was no hurry in changing this policy and waiving the second reading is not necessary.*

*Garret McFarland withdrew the motion.*

- B. Future Agenda Items:** Stefani told the Board that during the Endowment Board retreat they discussed meeting with the Board of Trustees. Stefani asked if this is something that the Board would like to do at the conclusion of the August meeting. Rusty Irion said he feels that it is important to meet with the Endowment Board and agreed that August would be a good time for this meeting. Stefani said that at the Board retreat they discussed the desire of the Board to have a tour of the residence life facilities. Stefani said that if the Board members would like to make arrangements with her, she would take them on a tour on August 22 before the Board of Trustee meeting. Stefani invited the Board of Trustees to attend the Welcome Wagon event on August 20<sup>th</sup> and 21<sup>st</sup>. Stefani asked if the Board would like to have waiver philosophy as a future agenda item. The Board agreed that it would be a good idea.

**EXECUTIVE SESSION:**

The Board of Trustees went into Executive Session to conduct the President's evaluation.

Following the Executive Session, Rusty Irion adjourned the meeting at 9:00 p.m.

Next Board of Trustees meeting will be held on Monday, August 22, 2011, at 5:30 p.m.

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Chair

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Secretary